



Municipal Energy Technical Assistance Grants: May 2015 PON-ENE-2015-030



GRANT APPLICATION

- These grants (formerly known as Owner's Agent Technical Assistance) will fund independent third parties to aid municipalities, regional school districts, or water/wastewater districts in the study, negotiation, development and/or management of clean energy projects.
- A total of \$350,000 is available for disbursement by the Green Communities Division.
- A single applicant may receive a grant of up to \$12,500 for Municipal Energy Technical Assistance (META), except for the zero net energy and zero net-ready assessments, where the maximum allowable amount is \$5,000. Zero net energy and zero net-ready integrated design services are eligible for the maximum grant amount of \$12,500.
- Up to three (3) municipalities may submit one application and receive a combined total of up to \$30,000 (up to \$10,000 per municipality) for municipal energy technical assistance.
- **DOER will assume an applicant is requesting the maximum allowable amount, unless noted otherwise in Summary required in Attachment A.**
- An initial disbursement will be based on provision to DOER of a signed contract between the grantee and its selected third party technical assistance consultant. Remaining disbursements will be based on receipt of vendor invoices provided to the grantee detailing vendor services and tasks completed and charged.

ELIGIBILITY

- DOER's Green Communities Division is making available **grants** for META to **ALL** 351 Massachusetts municipalities, regardless of Green Community designation status, **PLUS** all regional school districts and water/wastewater districts.
- Previous Green Communities Division Owner's Agent Technical Assistance (OATA) recipients must have **completed all aspects of their previous OATA grants, including all reporting, in order to apply for this current META opportunity.**
- Applicants may apply for META grants that meet the eligibility requirements specified in the application for the following projects types:
 - Municipal solar PV systems no less than 15 kW in size, on property owned by a municipality
 - Net metering agreements for projects no less than 15 kW in size on property not owned by the applicant
 - Assessment or development of community shared solar (CSS)
 - Energy management services, i.e. energy savings performance contracts

- Audits of oil, propane or electrically heated buildings only
- Technical assessments of processes at public water supply and wastewater treatment facilities
- Assessments or feasibility studies for proposed new public buildings to be zero-net energy or zero-net ready buildings (ZNEB)
- Engineering studies and/or bid specifications to convert to more efficient heating systems (e.g. conversion from steam to hot water; NOT simply replacing an inefficient boiler), or conversion to renewable or alternative fuel-sourced heating system, including water or wastewater source heat pumps
- Assessment of potential energy efficiency measures for new building construction design

APPLICATIONS & AWARDS

Applications may be submitted beginning June 22, 2015 at 9:00 am EST. Any applications received prior to that date and time will be rejected. DOER will accept applications on a rolling basis until available funding in this grant round is committed.

- All applications must be submitted through an online submission process. Instructions for the online process are contained at the end of this application.
- Applications must contain, at a minimum, the information requested in the application. DOER will reject incomplete applications.
- **Applications will be reviewed and awards made based on the order in which completed applications are received until all available funds are disbursed. Applicants will be notified of one of the following:**
 - An application is complete and all required information has been provided and an META grant will be awarded.
 - An application is incomplete. Such applications will no longer be in the queue and will require submission of the missing information. The place of the application in the queue will be based on when the missing information is received. Please note that, in some past rounds of META grants, applications that were not complete¹ upon initial submission could not be funded since all available funds were awarded prior to submission of missing materials.
 - All funding for this grant opportunity has been awarded and the application is therefore not eligible for review.
- **NOTE:** In order to be deemed complete, an application MUST contain the required signature in Attachment B; the attachments *with* the required information requested under Eligibility Requirements below as appropriate; and all information requested in Attachment A.

ASKING QUESTIONS

This application information is available at www.commbuys.com as PON-ENE-2015-030 and at www.mass.gov/energy/grantsandcontracts. ALL questions must be submitted to Paul Carey at Paul.S.Carey@state.ma.us with "PON-ENE-2015-030" in the subject line. Responses will not be sent individually to inquirers, but questions and answers will be posted weekly on the DOER website at www.mass.gov/energy/grantsandcontracts.

¹ For example, applications missing a signature in Attachment B, a phone number or required documentation.

APPLICANT INFORMATION

Municipality/Regional School District/Water or Wastewater District/Regional Planning Agency	Point of Contact
Street Address	Title
City/Town State MA Zip Code	Telephone Email

APPLICANT 2 INFORMATION *(For joint applications only)*

Municipality/Regional School District/Water or Wastewater District/Regional Planning Agency	Point of Contact
Street Address	Title
City/Town State MA Zip Code	Telephone Email

APPLICANT 3 INFORMATION *(For joint applications only)*

Municipality/Regional School District/Water or Wastewater District/Regional Planning Agency	Point of Contact
Street Address	Title
City/Town State MA Zip Code	Telephone Email

MUNICIPAL ENERGY TECHNICAL ASSISTANCE PROJECT TYPE (please check the appropriate box):

- ☐ Municipal Solar PV systems no less than 15 kW in size on property owned by a municipality; this can include net metering agreements for projects on property not owned by the applicant
- ☐ Net metering agreements for projects no less than 15 kW in size on property not owned by the applicant
- ☐ Community Shared Solar (CSS)
- ☐ An assessment to explore a community shared solar system on private or public property
 - ☐ Development of a community shared solar system on private or public property
- ☐ Energy Savings Performance Contract
- ☐ Audit of Oil, Propane or Electric Heated Building² (Must meet ASHRAE³ Level 2 or equivalent standards)
- ☐ Zero Net Energy or Zero Net-Ready Building (ZNEB) evaluations
- ☐ An assessment for the municipality to consider a ZNEB for the construction of a new municipal building. Typically this would include the hiring of a facilitator to work with the building committee and conduct a charrette with some technical experts
 - ☐ A feasibility study for a ZNEB to be included in an already planned feasibility study for a new municipal building
 - ☐ Integrated design services to ensure ZNEB measures remain a primary consideration throughout the planning, design, engineering and construction phases of new construction
- ☐ Technical Assessments of Process(es) at Public Water Supply and Wastewater Treatment Facilities
- ☐ Heating System Conversion Engineering Study and/or Bid Specifications
- ☐ Conversion of heating system type – boiler or furnace along with controls and distribution system – to a more efficient type (e.g. steam to hot water, or combined heat and power)
 - ☐ Conversion to clean burning efficient biomass or wood pellet or chips fueled heating system
 - ☐ Conversion to high-efficiency heat pump system (air, water or ground sourced)
 - ☐ Addition of a solar water collector to supplement domestic hot water and/or space heating (either stand-alone or in combination with one of the above heating systems)
 - ☐ Conversion to water or wastewater source heat pumps
- NOTE:** DOER has a separate solicitation for funding the design and installation of wastewater energy recovery systems outside of a wastewater treatment facility. Information on this solicitation can be found [here](#).
- ☐ Assessment of potential energy efficiency measures for new building construction design

² See circular figure at the bottom of this webpage: <http://www.ashrae.org/resources--publications/bookstore/procedures-for-commercial-building-energy-audits> to better understand ASHRAE Energy Audit Levels.

³ American Society of Heating, Refrigerating and Air-Conditioning Engineers

ELIGIBILITY REQUIREMENTS

All applications must meet the following requirements to be eligible for META. All required documentation must be provided to confirm eligibility.

- ☐ For Municipal Solar PV projects, a site assessment must be provided. Please **attach a feasibility study or site assessment for the site**. A study or assessment must, at a minimum, include the following:
- Roof-mounted systems
 - o Evidence that the roof has a 20-year life span,
 - o Visuals that demonstrate limited HVAC equipment on the roof and no trees that could cause shading,
 - o Visuals that demonstrate the roof is either flat or south facing.
 - o **NOTE:** META services may be used to confirm a roof is structurally sound to support the additional load of a solar PV system
 - Ground-mounted systems
 - o Visuals that demonstrate there is no shading (buildings, structures, trees). Noting that trees will be removed is not acceptable and such proposals will be ineligible for META. (Please note that DOER's [Ground Mounted Solar PV Guide](#) discourages installation of ground-mounted solar in "locations that require significant tree cutting, because of the important water management, cooling and climate benefits trees have.")
 - o Visuals that demonstrate there are utility lines nearby. Please mark utility lines clearly on your documents.
 - o Visuals that demonstrate the site is either flat, or if sloping, that the system will face south.
- ☐ For Net Metering Agreements on property not owned by the applicant, please attach:
- o Price quotes and scope from the proposed consultant
 - o Whether targeted sites are known at this time. If so, please also attach:
 - o Feasibility study or site assessment for targeted sites
 - o All documentation required above for Municipal Solar PV projects, except that visuals demonstrating that utility lines are nearby are not required
- ☐ For Community Shared Solar (CSS) Assessment projects, please attach:
- o Letters of expression of interest from at least five utility customers in the community
 - o A letter from a solar industry representative familiar with CSS documenting a conversation it has had with the community.
- ☐ For Community Shared Solar (CSS) Development projects on private or public property, please attach:
- o Site assessment. (Google earth maps or <http://maps.nrel.gov/imby> are resources for site assessment information.)
 - o Outline of the business/ownership model
 - o Assessment of community interest.
 - o Letters of commitment from at least five CSS participants

- A feasibility study or site assessment for the identified site. The study or assessment must, at a minimum, include the information required for a Municipal Solar PV system noted above.
- See [Community Shared Solar: Review and Recommendations for Massachusetts Models](#)
- See [Community Shared Solar: Implementation Guidelines for Massachusetts Communities](#)

☐ For Energy Savings Performance Contracts, a solicitation for an Energy Services Company (ESCO) must have been issued for each affected municipality and/or public entity, and solicitations must be filed with DOER per M.G.L. ch 25A. **For each affected municipality or public entity, please specify the date the procurement was issued for selection of the ESCo vendor:** _____

For each affected municipality or public entity, please specify the date of acknowledgement of receipt from DOER of the “Notice of EMS Procurement” per M.G.L c. 25A: _____

☐ For an Audit of Oil, Propane or Electric Heated Building⁴ (must meet ASHRAE⁵ Level 2 or equivalent standard), please attach:

- A copy of a Mass Save audit completed within the last three years, or proof that an audit is scheduled within the next six months of this grant application, or
- Proof that efficiency improvements have been completed within the last five years. Please describe the project in Attachment A and attach all related invoices.

NOTE: These requirements are not necessary for applicants served by municipal light plants.

☐ For a Zero Net Energy or Zero Net-Ready Building Assessment, please attach:

- Documentation that the appropriate governing body (e.g. board of selectman, town council, mayor, school committee), has formed a building committee to consider a new building.
- A copy of certified meeting minutes for this governing body.

☐ For a Zero Net Energy or Zero Net-Ready Building Feasibility Study, please attach:

- Documentation that the governing body (e.g. board of selectman, town council, mayor, school committee), has authorized appropriated funds for a feasibility study for a new building.
- A copy of certified meeting minutes for this authorization.

☐ For a Zero Net Energy or Zero Net-Ready Building Integrated Design Services, please attach:

- Documentation that the governing body (e.g. board of selectman, town council, mayor, school committee), has authorized appropriated funds for design, engineering and/or construction of a new building.
- A copy of certified meeting minutes for this authorization.

⁴ See circular figure at the bottom of this webpage: <http://www.ashrae.org/resources--publications/bookstore/procedures-for-commercial-building-energy-audits> to better understand ASHRAE Energy Audit Levels.

⁵ American Society of Heating, Refrigerating and Air-Conditioning Engineers

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For Technical Assessments of processes at Public Water Supply and Wastewater Treatment Facilities

- Technical assessments MUST conduct an in-depth study for one or more major treatment processes or pieces of equipment. Studies may not focus on typical building energy efficiency measures, such as lighting and heating.

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For Heating System Conversion Engineering Study and/or Bid Specifications, the building must have at least one of the following:

- An audit that confirms the building is properly weatherized and insulated, i.e., measures to address the building envelope were not recommended in the audit due to the building being well-sealed. **Please attach a copy of this building audit.**
- Documentation that the building has been properly weatherized and insulated within the last five years; this can include invoices for air sealing and insulation. **Please attach a copy of this documentation.**
- An audit stating that the building cannot be further insulated without major renovation. For example, brick or masonry buildings cannot add wall insulation without major renovations to add insulation on the interior wall of every room. Attic spaces in these buildings, however, often can be insulated without major renovation and documentation must be shown that these spaces have been weatherized and insulated. **Please attach a copy of this audit.**
- **NOTE:** For conversion to water or wastewater source heat pumps, proof of a prior audit or weatherization is not required, but weatherization must be included in the scope of the study as a separate measure, as well as the impact of its implementation on the sizing and design of the water/wastewater source heat pumps.

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For Assessment of Potential Energy Efficiency Measures for New Building Construction Design

- Applicants must commit to working with their existing utility efficiency programs if funded with an META grant.

Attachment A: Project Summary

PLEASE ATTACH A DETAILED SUMMARY OF THE PROJECT, LIMITING YOUR RESPONSE TO THE SPACE PROVIDED BELOW.

The following must be included in order for the application to be deemed complete. You must address each bullet:

- Estimated annual clean energy benefits (e.g. kWh saved, MMBtu saved, clean energy kWh generated). If META is being provided to identify the clean energy benefits (audits, for example), those benefits must be reported to DOER following completion of META services, if awarded;
- Steps completed in the project to date (e.g. town approvals);
- Why a third party municipal energy consultant is critical for your municipality to implement this project;
- A discussion of the specific tasks you expect the third party municipal energy consultant to perform once services are awarded; and,
- Please note in the summary if an applicant is not requesting the maximum allowable amount of:
 - \$12,500, including for integrated design services for zero net energy or zero net-ready new construction;
 - \$5,000 for a zero net energy or zero net-ready building assessment; or
 - \$10,000 per municipality, up to \$30,000, in a joint application.
- **For joint applications, all of the above must be addressed for each applicant.**

ATTACHMENT B

CERTIFICATION OF APPLICATION

The Certification of Application below must be provided as a *scanned pdf with signature*. For joint applications, one certification must be submitted for each municipality.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, _____ am authorized to execute said Application on behalf of -
_____, the applying municipality, regional school district, or
water/wastewater district and verify that the information in the Municipal Energy Technical Assistance Grant
Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

NOTE: THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

FOR REGIONAL SCHOOL DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.

FOR WATER/WASTEWATER DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.

INSTRUCTIONS—ONLINE GRANT APPLICATION SYSTEM

Conventions in the Instructions

- Items in < > are clickable; e.g. <Submit> is a clickable **Submit** button
- Items that are underlined and [blue](#) are hyperlinks to other web pages
- Items in quotes (" ") are possible choices

Please read and follow the short, easy-to-follow instructions.

Please submit only once; if you need to add another document or have any problems or questions about the online process, please contact Paul Carey, paul.carey@state.ma.us

Getting Started

- Municipalities or other entities submitting an application to the Green Communities Division for the FIRST TIME will need to provide basic information to their [Regional Coordinator](#) that will enable DOER to preset the Online System to recognize the applicant. Please provide the municipal or entity name, legal address including zip code, and the primary contact name, title, email, and phone number. The primary contact will receive an email invitation to the online application system and will be required to create a user profile.
- For municipalities that are Designated Green Communities, provide the name and email of the primary contact who will submit the META grant application to the Regional Coordinator. If the person is a new primary contact, he/she will receive an email inviting him/her to create a user profile. Previous users will receive an email confirming access to the online system.
- Use a high speed (broadband) Internet connection if possible. Dial-up connections work, but may be frustratingly slow.
- **No paper submission** is required or accepted for the grant application. The process is online and electronic only.

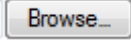

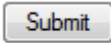
Application Materials Checklist – ARE YOUR MATERIALS READY?

- € Begin each of your electronic files with your municipal/entity name followed by wording that makes the content of the file clear – this is **REQUIRED**
- € META Grant Application (Word or PDF file)
- € Summary of Project (Attachment A) (Word or PDF file)
- € Signed Certification of Application (Attachment B)(PDF file)
- € Supporting Audits, Studies, other documentation.

PLEASE NOTE: You cannot return to a partially completed form to add or correct information. If you log out without using the <Submit> button, nothing has been saved in the system. If you want to practice using the system, just don't use the <Submit> button. When you use the <Submit> button, the information on the form, along with uploaded files will be saved to DOER's system. If you log back in, the form will be blank BUT the system saved your files and information.

Please only submit once. If you do not see your city, town, or entity name on the drop-down pick list, made a mistake, or forgot something, please contact Paul Carey at paul.carey@state.ma.us / 617-626-1194.

META Grant Application Process

1. Fill out the online grant application form completely. You will upload multiple files using the form. Begin EACH file name with city, town or entity name, and then wording that makes the content of the file clear.
2. Upload the META Grant Application (as Word or PDF), Project Summary (Attachment A), signed Certification of Application (Attachment B) (as PDF), and any other supporting materials using the Upload fields (green lines at the bottom). For each upload, click on the grey <Browse> button , browse to and select a file on your computer, and then double click on it. The file's path on your computer will show in the blank white space.
3. Review the form and uploads carefully to make sure everything is complete and how you want it.
4. Click on the Calendar icon,  to access a Calendar, click on date to select Date and Time, which will be filled in on the blank line. Now you are ready to submit everything. Click on the <Submit> button. 
 - *When you submit a form you may receive the following message: "This form is non-secure—do you still want to send it?" It's just informational; nothing to worry about. Answer <Yes>.*
5. After you submit, a confirmation page will appear. DOER will also receive a message from the system. Shortly, you will receive an email confirming that DOER's Green Communities Division has received your grant application and the number of files uploaded with it.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)

Online Process and Technical Issues -Contact Paul.Carey@state.ma.us / 617-626-7372